

ORDERING INFORMATION

HOW TO ORDER

- A **Library Loan Agreement** must be completed, and submitted along with a copy of the agency's letterhead or a business card, and be on file in the Resource Center (RC) Library prior to processing any loaned materials. This form is on page vi.
- A **Patron** number is assigned upon returning the **Video Loan Agreement**. This number must be placed in the appropriate box of the **Video Loan Request form** for all video requests.
- A **Video Loan Request form** is provided on page vii. This form can be duplicated for your use.
- Complete the order form clearly. Make sure that the patron number, street address, city, state and zip code are included.
- Videos are limited to **two (2) per request** with alternate titles listed.
- Videos are loaned for a three-week period and may be renewed upon request and approval.
- Your orders will be shipped via UPS. Please allow 1-2 weeks for delivery.
- Videos may be ordered by **U.S. mail, fax, e-mail or in person**. Unless under special circumstances, orders will not be taken by telephone.

STATEMENT OF RESPONSIBILITY

- A **Library Loan Agreement** must be completed, submitted along with the agency's letterhead or business card, and be on file in the RC Library prior to processing any loaned material.
- All **Mandatory Information** must be completed and signed.
- The signature of the individual who will claim responsibility for materials and their return is required on the Library Loan Agreement. A signature states that the person will be responsible for:
 - The care and guarded possession of materials, and any damages rendered to materials.
 - Indicating if materials are damaged or not in usable condition.
 - Returning materials ON or BEFORE the due date.
 - Adequate protective packaging of materials being returned.
 - The return of materials via UPS or U.S. mail with insurance.

Note: Copyright laws protect materials provided by the Library. Unauthorized reproduction constitutes a violation of U.S. copyright laws.

**California Department of Alcohol & Drug Programs
Resource Center Library
1700 K Street, First Floor
Sacramento, CA 95814-4037
(916) 324-5439 or (800) 879-2772
FAX: (916) 323-1270**

Library Loan Agreement

Please complete and return to the Resource Center Library.

I, THE UNDERSIGNED, AGREE THAT SHOULD ANY OF THE MATERIALS BORROWED BE LOST OR DAMAGED WHILE IN MY POSSESSION, I OR MY AGENCY WILL BE HELD RESPONSIBLE FOR THEIR FULL REPLACEMENT COST.

Mandatory Information (please print):

Name: _____ Date: _____

Agency Name: _____
(Please attach letterhead or business card to application)

Address: _____

City, State, Zip: _____

Telephone Number: (____)_____ Fax: (____)_____

E-mail Address: _____

Home Address: _____

Home Telephone Number: (____)_____

Signature

Title

.....
For RC Library use only

Patron Number issued: _____ Date: _____

Issued by: _____ Title: _____